

BEDFORD RECREATION DEPARTMENT SCHOOL AGE CHILD CARE



KIDS' CLUB

Parent Handbook Program Year 2014 - 2015

KIDS' CLUB is administered by the Recreation Department and is supported by tuition. KIDS' CLUB does not have a subsidy program of its own. KIDS' CLUB accepts vouchers distributed through Child Care Search. Call 1-800-897-6400 for information.

**The Massachusetts Department for Early Education and Care (EEC) has licensing authority. 360 Merrimack Street, Building 9, Entrance 1, Third Floor, Lawrence, MA 01843 978-681-9684
A copy of EEC regulations is available in the KIDS' CLUB office. EEC may be contacted for information concerning out program's regulatory compliance history.**

Phone Number: (KIDS' CLUB office) 781-275-5427

FAX Number: 781-275-4882

E-mail kidsclub@bedfordma.gov

Web Site: www.bedfordma.gov/kidsclub

8/25 New Teacher Class
 8/26 New Teacher Orientation
 8/27 Teachers First Day Back
 8/28 Full Day Professional
 8/29 No School

Approved: 1/28/14
 7/11/2014

BEDFORD PUBLIC SCHOOLS CALENDAR 2014-2015

August (21)					February (15)				
M	T	W	TH	F	M	T	W	TH	F
25	26	27	XX	XX					
September									
XX	2	3 ^{3/4}	4	5	2	3	4 ^{3/4}	5	6
8	9	10 ^{3/4}	11	12	9	10	11 ^{3/4}	12	13
15	16	17 ^{3/4}	18	19	XX	XX	XX	XX	XX
22	23	24 ^{3/4}	25	26	23	24	25 ^{3/4}	26	27
29	30								
October (22)					March (21)				
M	T	W	TH	F	M	T	W	TH	F
		1 ^{3/4}	2	3	2	3	4 ^{3/4}	5	6
6	7	8 ^{3/4}	9	10	9	10	11 ^{3/4}	12	XX
XX	14	15 ^{3/4}	16	17	16	17	18 ^{3/4}	19	20
20	21	22 ^{3/4}	23	24	23	24	25 ^{3/4}	26	27
27	28	29 ^{3/4}	30	31	30	31			
November (17)					April (17)				
M	T	W	TH	F	M	T	W	TH	F
							1 ^{3/4}	2	3 ^{3/4}
3	4	5 ^{3/4}	6	7	6	7	8 ^{3/4}	9	10
10	XX	12 ^{3/4}	13	14	13	14	15 ^{3/4}	16	17
17	18	19 ^{3/4}	20	21	XX	XX	XX	XX	XX
24	25	26 ^{3/4}	XX	XX	27	28	29 ^{3/4}	30	
December (17)					May (20)				
M	T	W	TH	F	M	T	W	TH	F
									1
1	2	3 ^{3/4}	4	5	4	5	6 ^{3/4}	7	8
8	9	10 ^{3/4}	11	12	11	12	13 ^{3/4}	14	15
15	16	17 ^{3/4}	18	19	18	19	20 ^{3/4}	21	22
22	23	XX	XX	XX	XX	26	27 ^{3/4}	28	29
XX	XX	XX							
January (18)					June (12)				
M	T	W	TH	F	M	T	W	TH	F
			XX	XX	1	2	3 ^{3/4}	4	5
5	6	7 ^{3/4}	8	9	8	9	10 ^{3/4}	11	12
12	13	14 ^{3/4}	15	XX	15	16 ^{3/4}	17	18	19
XX	20	21 ^{3/4}	22	23	22	23	24	25	26
26	27	28 ^{3/4}	29	30	29	30			

School Days			
Sept	21	Feb	15
Oct	22	Mar	21
Nov	17	Apr	17
Dec	17	May	20
Jan	18	June	12
	95		85
TOTAL DAYS		180	

Holidays/Vacations		
2014		
Aug	18	First day HS Football Practice
Aug	21	First day all other HS Sports Practices
Sept.	2	First Day of School
Sept.	2	Kindergarten Orientation
Oct.	13	Columbus Day (No School)
Nov.	11	Veterans' Day (No School)
Nov.	26	Schools Close (Early Dismissal)
Nov.	27-28	Thanksgiving Break
Dec.	24-1/2	Vacation
2015		
Jan.	5	Schools Reopen
Jan.	19	Martin Luther King Day
Feb.	16-20	Winter Vacation
April	20-24	Spring Vacation
May	25	Memorial Day
June	4	High School Graduation
June	16	Tentative Last Day of School Early Dismissal
180 days = June 16 (Last day, if no cancellations)		
June 17-30 (Possible make-up days for cancellations)		

	Faculty and Staff only/No Students
XX	No School
^{3/4}	Early Dismissal
^{3/4}	3/4 Day Workshops
XX	Teacher Prof. Development - No School for Students
	Wednesday, August 27
	Thursday, August 28
	Friday, January 16 / Snow Date January 23
	Friday, March 13

	School Starting & Dismissal Times		Workshop Dismissal	Early Dismissal
Middle	7:40 A.M.	2:16 P.M.	12:43 P.M.	11:05 A.M.
High	7:45 A.M.	2:24 P.M.	12:54 P.M.	11:15 A.M.
Lane	8:22 A.M.	2:46 P.M.	1:17 P.M.	11:45 A.M.
Davis	9:02 A.M.	3:20 P.M.	1:55 P.M.	12:05 A.M.

Updated 7/10/2014/3

Updated: June 2014

**BEDFORD RECREATION DEPARTMENT
SCHOOL AGE CHILD CARE
KIDS' CLUB**

Dear Parent/Guardian,

Welcome to the Bedford Recreation Department School Age Child Care Program (KIDS' CLUB). We are pleased that your child is joining us.

The information provided in this handbook pertains to policies and procedures that we have established for this program. If any changes are made in the future, they will be noted in writing. If at anytime you have questions, suggestions, or comments please contact us.

Sincerely,

Nancy Cormier
SACC Director
781-275-5427

Kate Farrell
Assistant Director
781-275-5427

Bedford Recreation Department KIDS' CLUB 2014-2015 Fee Schedule and Policies
(Subject to change with notice)

REQUIRED REGISTRATION FORMS

All registration forms must be completed before your child may participate in any KIDS' CLUB program.

NON-REFUNDABLE REGISTRATION/PROCESSING FEE: \$50 PER CHILD

The non-refundable registration/processing fee qualifies your child for all KIDS' CLUB programs from the first day of Summer Fun 2014 through the last day of school in 2015. Children entering Kindergarten may begin attending KIDS' CLUB on or after their 5th birthday.

SCHOOL YEAR TUITION – SCHEDULED CARE

Families are charged a daily rate based on the schedule they choose (see chart below). Monthly tuition is the daily rate multiplied by the number of school days corresponding with the chosen schedule for the given month. Payments for school year tuition are due the 25th of the month prior to care.

After School

School Dismissal – 6:00 PM

Schedule	Daily Rate
<u>Full Time</u> 5 Days Per Week	\$24.50
<u>Part Time</u> 4, 3, 2, or 1 Days Per Week	\$29.50

Before School

7:00 – Bus pick-up

Schedule	Daily Rate
<u>Full Time</u> 5 Days Per Week	\$9.50
<u>Part Time</u> 4, 3, 2, or 1 Days Per Week	\$10.50

- ☐ **School year tuition DOES NOT include No School Teacher Workshop Days and Vacation Weeks.**
- ☐ Early Release Days do not cost extra for families registered for Scheduled Care on those days.
- ☐ **PERMANENT SCHEDULE CHANGES:** All changes in registration status must be put in writing (Drop/Add form) and submitted to the KIDS' CLUB Office. Availability must be determined by the office to add days. All changes must be made by the 25th of the month prior to the change. There is no refund of charges after this date.
- ☐ **OCCASIONAL SCHEDULE CHANGES:** Families may occasionally substitute one scheduled day for one unscheduled day within the same calendar week, if arranged in advance and provided that our licensing capacity allows it on that day. Please call the office to check for availability.
- ☐ **THERE ARE NO REFUNDS FOR SICK DAYS, FAMILY VACATIONS, OR OTHER ABSENCES.**
- ☐ When school is closed due to snow on a day your child is registered for Scheduled Care, you will receive a refund for that day.
- ☐ Bedford School's Kindergarten begins the day after the first day of school for all other grades. Scheduled Care does not begin for Kindergarteners until their first day of school on Wednesday, September 3, 2014. Parents of Kindergarteners may sign up for Full Day Drop-In on the day before their first day of school.

DELAYED OPENING OF SCHOOL: If there is a delayed opening of the schools, the KIDS' CLUB Before School program will open as follows: 1 hour delayed opening of school – KIDS' CLUB opens at 8:00 AM. 90 minute or 2-hour delay - KIDS' CLUB will open at 8:30 AM. Drop In space may be available. Families must call that morning for availability. There are no refunds for Scheduled or Drop-In Care on these days as KIDS' CLUB is open.

EARLY CLOSING OF SCHOOL: If schools close early due to weather or other circumstances, KIDS' CLUB will remain open to the greatest extent possible on a case-by-case basis. As always, we appreciate your cooperation in picking up your child early on these occasions when possible. There are no refunds for Scheduled or Drop-In Care on these days as KIDS' CLUB is open.

NO CALL FEE: Parents/Guardians must notify KIDS' CLUB if their child will be absent. A **"No Call" fee of \$5.00 will be charged when KIDS' CLUB is not notified of an absence.**

LATE PICK-UP FEE: The late fee is \$5 for every 5 minutes (or portion thereof) after 6:00 PM. If you are consistently late (after the 3rd time in a month) the fees will increase by an additional \$5 every 5 minutes. KIDS' CLUB has an accurate, radio-controlled clock at the sign out desk. Pick-up time is determined by this clock. Late pick-up fees will be billed monthly and must be paid with tuition.

HOLIDAYS: KIDS' CLUB will be CLOSED on legal holidays observed by the Town of Bedford: Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and the day after, December 24-26, January 1, Martin Luther King, Jr. Day, Presidents' Day, Patriots' Day, and Memorial Day.

SUMMER FUN, VACATION CARE AND NO SCHOOL TEACHER WORKSHOP DAYS ARE NOT INCLUDED WITH SCHOOL YEAR TUITION AND REQUIRE SEPARATE REGISTRATIONS AND FEES:

December, February & April Vacations
Open 7:00 AM - 6 PM
\$57 Per Day (Full Vacation)
\$62 Per Day (Partial Vacation)
Non-refundable \$40/week deposit

No School Teacher Workshop Days
Open 7:00 AM - 6 PM
\$62 per day
Non-refundable \$35/day deposit required upon registration

Summer Fun 2014		
Enrollment Options	Hours	Fee
Full Day - Full Week	7 am - 6 pm	\$60
Full Day - Partial Week	7 am - 6 pm	\$65
Morning A	7 am - 9 am	\$15
Morning B	7 am - 1 pm	\$45
Mid-Day	11 am - 3 pm	\$40
Full Afternoon	11:30 am - 6pm	\$45
Half Afternoon	3 pm - 6 pm	\$30

VACATION AND SUMMER FUN CHANGES

Fee for withdrawal from Vacation Week programs and Summer Fun is the \$40/week non-refundable deposit if the change is made before the registration/payment deadline. See registration forms for deadlines. No refunds will be given after the registration/payment deadline due to fixed expenses and staffing ratios.

DROP-IN CARE

Children registered with KIDS' CLUB are eligible for Drop-In care if space is available. To sign up for a Drop-In, parents must contact the KIDS' CLUB office. Drop-In sign-up for the next month begins on the 26th of the preceding month (or the next business day) at 1:00 PM.

DROP-IN RATES	
After School	\$33
After School Early Dismissal Days	\$45.50
Before School	\$12.50

PAYMENTS

Accepted forms of payment:

- ❑ **MasterCard/VISA - contact the Recreation office to make arrangements.**
- ❑ **Check payable to Town of Bedford. Mail to Bedford Recreation KIDS' CLUB, 12 Mudge Way, Bedford, MA 01730-2169 or place in the tuition payment mailbox outside the Director's office. There is a \$25 penalty fee for all returned checks (Town of Bedford Finance Department policy).**

Payment Due Dates:

- ❑ School Year Tuition Payment is due by the 25th of the month prior to care.
- ❑ Vacation Week, Summer Fun, and No School Teacher Workshop Days payments are due on the date listed on the registration form for each program.
- ❑ A late fee of \$10 is charged for late payments unless other payment arrangements have been made with the Recreation Department.
- ❑ Repeated late payments may result in suspension of care.
- ❑ 2014 - 2015 registrations may be cancelled if there are any outstanding balances as of August 25, 2014.

QUESTIONS OR COMMENTS ABOUT BILLING AND PROCEDURES?

Please contact:
 Nancy Cormier, Director
 12 Mudge Way
 Bedford MA, 01730
 781-275-5427
kidsclub@bedfordma.gov

PURPOSE

The Bedford Recreation Department School Age Child Care Program (KIDS' CLUB) provides quality before and after school care for the children of Bedford. KIDS' CLUB also offers care for No School Teacher Workshop Days and Vacation Weeks. Additionally, vacation programs (school vacation weeks and Summer Fun) are offered to non-residents and residents of Bedford. The 2014 Summer Fun program is for children entering Kindergarten (provided they are 5 years old) through Grade 5, up to the age of fourteen. The 2014-2015 school year programs are for children enrolled in Kindergarten through Grade 5.

MISSION

KIDS' CLUB's mission is to provide a safe, supportive, and constructive environment for children. Daily activities provide enrichment and recreational opportunities. KIDS' CLUB employs EEC (Massachusetts Department of Early Education and Care) qualified staff members who support the goals of social and emotional well-being and growth, meeting the developmental needs of the children.

PHILOSOPHY

Children have the opportunity to choose from a variety of activities every day. Weather permitting, outdoor activities are offered on a daily basis. All activities will reflect the mission of the program and the developmental level of the children. These activities will meet the children's needs for choice, recreation, enrichment, and understanding of diversity. Multi-cultural activities provide the children with information that fosters tolerance and teaches acceptance of others. Our daily activities also promote physical, intellectual, emotional, and social well-being. While others will expose the children to building literacy skills, community service projects, and S.T.E.M. (science, technology, engineering, and math) concepts. Games will foster cooperation and conflict resolution. Monthly activities will be posted on our website and inside each classroom.

LINE OF AUTHORITY

The KIDS' CLUB line of authority is as follows: Program Administrator---Program Director---Assistant Director--Before School Coordinator---Group Leaders. Bedford Recreation KIDS' CLUB is administered by the Town of Bedford Recreation Department and licensed by the Massachusetts Department of Early Education and Care (EEC). Parents may contact the EEC regarding KIDS' CLUB regulatory compliance history. The regional EEC Office for school age care in Bedford is the Northeast office, located in Lawrence, MA, (978) 681-9684.

ACTIVITIES

Children choose from a variety of age appropriate activities and centers each day. Outdoor activities are offered on a daily basis, weather permitting. All activities will reflect the mission of the program, the developmental level of the children, and will meet the children's needs for choice, recreation, and enrichment. Our multicultural activities provide children with information that fosters tolerance and teaches diversity. Each day's activities promote physical, intellectual, and emotional growth, as well as social well-being and literacy. Also available at KIDS' CLUB are opportunities to participate in community service projects, work on homework, science and math activities, and games that foster cooperation and conflict resolution. Each month's activities are posted on our website and outside of each classroom.

NON-DISCRIMINATION AND INCLUSION

KIDS' CLUB does not discriminate in providing service to children and their families on the basis of race, religion, cultural heritage, political beliefs, disability, marital status, sexual orientation, or national origin. The program director will make every effort to accommodate disabled children. Children are admitted provided that

there is no undue financial burden on the program and that the nature of the program will not be altered. Placement decisions will be made in consultation with parents and parents will be informed in writing.

HOURS

Before School: 7:00 AM - School Bus pick-up

After School: School dismissal - 6:00 PM

School vacations, No School Teacher Workshop Days, Summer Fun: 7:00 AM - 6:00 PM

Delayed opening of School: If there is a delayed opening of the schools, the KIDS' CLUB Before School program will open as follows: 1 hour delayed opening of school - KIDS' CLUB opens at 8:00 AM. 90 minute or 2 hour delay - KIDS' CLUB opens at 8:30 AM. Drop-In space may be available. Please call to determine if there is availability.

Early closing of School: If schools close early due to weather or other circumstances, KIDS' CLUB will remain open to the greatest extent possible. Children scheduled to attend KIDS' CLUB will be bussed to KIDS' CLUB when the schools dismiss. KIDS' CLUB will inform parents via e-mail and phone calls to any changes in our normal schedule. In addition, any such change will be put on our outgoing phone message on 781-275-5427. Factors in making this decision include maintaining legal child/staff ratios and keeping staff and families safe when commuting to and from KIDS' CLUB. We appreciate your cooperation in picking up your child early on these occasions when possible. There are no refunds for Scheduled or Drop-In Care on these days.

Snow Days: *When the Bedford Public Schools are closed due to snow, KIDS' CLUB will be closed for both Before and After School Care.* Scheduled Care tuition will be refunded on these days. If there is questionable weather during a Vacation Week or No School Teacher Workshop Day, please call 781-275-5427 and listen to the outgoing message which will state whether or not KIDS' CLUB will open that day.

ENROLLMENT/REGISTRATION

Our year starts on the first day of our Summer Fun program and ends on the last day of school the following year. Your child's 2014-2015 Forms Packet must be on file at the KIDS' CLUB office before he/she may attend the program. Included in the Forms Packet is a signed release stating that the following is on file at your child's school: documentation of physical examination and immunizations in accordance with public school health requirements and lead poisoning screening in accordance with public health requirements. (NOTE: If not on file at your child's school, you must provide documentation of a physical, immunization record, and lead poisoning screening dated within the last year.)

Registration is held yearly in the spring for the coming summer and school year. The \$50.00 non-refundable registration fee must accompany the registration form. Registrations are accepted on a first-come, first-served basis. Newly enrolling families are encouraged to meet with one of the directors and tour the facility prior to enrollment.

Please note that although registration opens in the spring of each year for our Summer Fun program and for the following School Year, the Forms Packet will not be available until June of that year. Information on these forms is legal and valid for one year, and as such, is required to be completed in June to carry through to the end of the coming school year. These additional forms, which contain information mandated by the EEC, must be filled out and signed before your child begins attending KIDS' CLUB.

DIVORCED OR SEPARATED FAMILIES

We recognize that families can sometimes be in transition; experiencing separation or divorce. In these situations, we ask that you make an appointment to meet with one of the director, to discuss topics that are important for us to provide a safe and supportive environment for your child. We will need to understand custody arrangements; which parent to contact for general questions and in an emergency; whether duplicate information should be sent to both parents (newsletters, reports, etc); who is responsible for payments; who is

or is not authorized to pick up the child and if there is a specific schedule to follow for pick up. If there is specific court documentation regarding visitation and pick up schedules, it is the custodial parent's responsibility to provide KIDS' CLUB with a copy.

If a court restraining order exists it will be respected and a copy of the order must be on file at KIDS' CLUB. It is the parent or legal guardian's responsibility to provide KIDS' CLUB with a copy of such order and a photograph of the person named in the restraining order.

Any information given to KIDS' CLUB in regards to custody, visitation, and/or restraining orders will be kept in the child's file and remain confidential.

FACILITIES

KIDS' CLUB is located in the brick wing of 12 Mudge Way, Bedford, MA. There are four classrooms, an indoor active room, and an office. Outdoor facilities at 12 Mudge Way, Bedford, MA, include a fenced play yard, and access to surrounding fields and basketball courts near the High School.

STAFF

Staff members meet, at a minimum, all criteria established by the Massachusetts Department of Early Education and Care (EEC) School Age Child Care Regulations. Staff qualities must also include warmth, caring, and respect for children.

A list of KIDS' CLUB staff and their group assignments is available at the beginning of the school year. As staff changes occur, parents/guardians will receive updates via our monthly newsletter. Staff photos are posted at the reception area.

STAFF/CHILD RATIOS

KIDS' CLUB strives to maintain an overall Staff/Child ratio of 1/9, never exceeding the state mandated ratio of 1/13. Ratios may fluctuate between activities and rooms depending on the activity, for safety reasons, and the number of children participating.

TRANSPORTATION

During the school year, the Bedford Public Schools provide transportation to the school year program for children in Grades K-5. Davis School and Lane School are provided with lists of students enrolled at KIDS' CLUB. KIDS' CLUB assumes responsibility for the children once they arrive at KIDS' CLUB and attendance has been taken. Any problems that arise on the bus, to and from school, should be addressed to the Assistant Principal at the respective school. Any schedule or transportation changes must be made in writing to the KIDS' CLUB office. ***The Bedford Public Schools DO NOT inform KIDS' CLUB of a child's absence from school.*** After a schedule or transportation change has been confirmed with KIDS' CLUB, it is the parent/guardian who is responsibility to notify the school.

In emergencies, the Bedford Fire Department or a mutual aid ambulance will transport injured children to the nearest medical facility.

Bedford Charter Service, Bedford, MA, or the Bedford Local Transit (BLT) provides field trip transportation. In an emergency, police, ambulance, or replacement vehicles can be summoned by cell phone or Bedford Charter two-way radio.

RELEASE

You or a designated person must sign your child in and out of KIDS' CLUB every day. Children are released only to parents, guardians, or persons designated on the child's Transportation Plan and Authorization form on file. Written permission must be indicated on this form for a child to sign themselves out of the program for the day (Grade 4 and older). Any changes to this information must be made in writing to the KIDS' CLUB office. In case of emergency, telephone authorization will be accepted. In these cases, FAX authorization may be requested as well. In all cases, you must include the person's name, address, phone numbers, and relationship to child. Please indicate if this is to be a permanent addition to the file or a one-time authorization. We will request proof of identification from any person sent to pick up your child.

EXTRA CURRICULAR ACTIVITIES

Children may leave KIDS' CLUB with written authorization (form available at the reception area and on the website). KIDS' CLUB **is not responsible for transportation**. Within the Town Center building KIDS' CLUB Staff will walk Kindergarten through Grade 3 children to and from their activity. Grades 4 & 5 will walk unsupervised. KIDS' CLUB is required by the EEC to offer all children at least 30-60 minutes of physical activity each day.

ABSENCE

When an expected child is absent from our After School program, our office staff will immediately contact the child's school to find out if the child was absent or if the school received different instructions regarding where the child was to go after school on that particular day. If the school is not able to tell us the whereabouts of the child, we then attempt to contact a parent. An administrator will continue to call parents, emergency contacts, and the Bedford Charter Service. If the location of the child still cannot be determined, we will contact the Bedford Police and they will assist in locating the child. As a safety practice, **it is imperative that parents call KIDS' CLUB by 2:45 PM if your child is scheduled to attend KIDS' CLUB after school, but will not be arriving as expected**. If we make phone calls to determine the location of your child, a "No Call" fee of \$5.00 will be assessed. Please do not rely on email to report an absence; call 781-275-5427. Our voice mail is available twenty-four hours per day, seven days per week. If you know about an absence ahead of time, you may tell a staff person while at KIDS' CLUB and it will be noted for upcoming attendance. Fixed expenses and staff ratios dictate that there are no refunds for absences.

During all other programs at KIDS' CLUB (Before School, No School Teacher Workshop Days, Vacations, and Summer Fun), we appreciate a call if your child will be absent. While it is not a safety concern in these cases, it does help us in planning the day's activities.

OCCASIONAL SCHEDULE CHANGES

Families may occasionally substitute one scheduled day for one unscheduled day **within the same calendar week**, if arranged in advance and provided that our licensing capacity allows it on that day. Please call the office to check for availability.

PERMANENT SCHEDULE CHANGE

All changes in registration status must be put in writing (Drop/Add form) and submitted to the KIDS' CLUB office. Please call the office to determine if there is space available to add days to your child's schedule. All

changes must be made by the 25th of the month prior to the change. There are no refunds of charges after this date.

VACATION WEEK AND SUMMER FUN CHANGES

Fee for withdrawal from Vacation Week programs and Summer Fun is the \$40/week non-refundable deposit if the change is made before the registration/payment deadline. See registration forms for deadlines. No refunds will be given after the registration/payment deadline due to fixed expenses and staffing ratios.

DROP-IN POLICY

To be eligible for Drop-In care, children must be registered with KIDS' CLUB (Registration fee must be paid and the Forms Packet must be completed). Drop-In availability must be determined by contacting the KIDS' CLUB office. The parent or guardian must also complete and submit to the office the Drop-In Day Form. Also, parents must ***notify their child's school of all scheduled After School Drop-In days***, as this changes the after school destination of their child.

Drop-In sign-up for each month begins on the 26th of the preceding month (or the next business day) at 1:00 PM. **Once you register, you are committed to that day and responsible for payment.** Drop-In fees will be billed monthly.

PAYMENT AND BILLING

Tuition is paid monthly. Bills will be sent out approximately the 15th of each month preceding the month of care. The first payment for Scheduled Care during this school year is due August 25, 2014. All subsequent payments are due on the 25th of the month in advance of service (ex: September 25 for October care). A late fee of \$10 is charged after the 25th of the month unless other payment arrangements have been made with the Recreation Department. Contact the Recreation Department (781-275-1392) to make alternate payment arrangements.

The school year tuition does not include No School Teacher Workshop Days or Vacation Weeks. Payment due dates for these programs are included on the registration forms for the individual programs. Please see the 2014-2015 Fee Schedule and Policies for more information on tuition. Accepted forms of payment are listed below:

- ☐ MasterCard/VISA - contact the Recreation office to make arrangements.
- ☐ Check payable to The Town of Bedford. Mail to Bedford Rec. KIDS' CLUB, 12 Mudge Way, Bedford, MA 01730-2169 or place in the black tuition payment mailbox outside the director's office. **There is a \$25 penalty fee for all returned checks (Town of Bedford Finance Department policy).**

LATE PICK-UP FEE

The late fee is \$5 for every 5 minutes (or portion thereof) after 6:00 PM. If you are consistently late (after the 3rd time in a month) the fees will increase to \$10 every 5 minutes (or portion thereof). KIDS' CLUB has an accurate, radio-controlled clock at the sign out desk. Pick-up time is determined by this clock. Late pick-up fees will be billed monthly and must be paid with tuition.

PARENT PARTICIPATION & COMMUNICATION

Parent(s)/Guardian(s) and their child(ren) are encouraged to meet with the director before registering. We will answer any questions, give a tour of the facility, and instruct you on how to register your child. At times,

parents will register their child before meeting with a director. In these cases, we strongly recommend that the parent/guardian make an appointment with the director to visit KIDS' CLUB before the child attends for the first time.

The KIDS' CLUB *Newsletter from the Director* is distributed on a monthly basis by e-mail. The newsletter is also posted at the reception area and on our website. If you do not provide us with an email address, a hard copy can be printed for you to pick up or can be mailed to your home.

During February of each year, every family will receive a report on their child as required by EEC. A conference or written report may be scheduled at any time upon request of the parents or the staff. Parents are welcome at any time to contact the program director or the program administrator.

Ongoing communication between parents and staff is important and is available on a daily basis. As the staff's primary function is the care of the children, lengthy conversations may not always be possible at drop-off or pick-up time. If possible, discussions with that will require more than a few moments can be scheduled in advance so that we may take the time to give you our fullest attention.

Suggestions and comments regarding the program and its policies are always welcome. You may put them in the tuition payment mailbox outside the director's office or speak with the program director or the administrator. A program survey will be distributed to all parents at least once per year. We appreciate your participation in completing and returning the program survey form at the end of each program year.

KIDS' CLUB has an "open door" policy for Parents/Guardians of registered children and we encourage families to visit at any time. We also encourage you to participate in daily activities with your children as time permits. Come in and read a story, play a game, have lunch, or share a hobby!

CHILDREN'S CELL PHONE POLICY

For reasons of privacy and for the safety of all attending KIDS' CLUB, the use of personal cell phones by children, including text messaging, camera features and any other visual or audio recording device is not allowed at KIDS' CLUB. Children who bring cell phones to KIDS' CLUB are expected to store them in a backpack, book bag, or cubby. If a child wishes to call their parent from their cell phone, they must do so with staff permission and from the main office. Children who do not adhere to this policy will have their cell phone confiscated by the KIDS' CLUB staff to be returned to a parent upon their arrival at the end of the day. Parents needing to speak to their child(ren) during KIDS' CLUB operational hours are asked to call the office at (781) 275-5427 and they will be put in touch with their child. As always, any child that wishes to speak to his/her parent is welcome to ask permission from a staff member who will see that they are allowed to call their parent from the office.

STAFF CARE OF CHILDREN DURING NON-KIDS' CLUB HOURS

Due to Town of Bedford policy, KIDS' CLUB staff may not care for children enrolled in KIDS' CLUB during non-work hours.

KIDS' CLUB APPROACH TO TRANSITIONS

Whenever the children are preparing to transition to a new classroom or setting at KIDS' CLUB, staff will share information between each classroom and assist the children with the transition in a manner that is consistent with the child's ability to understand.

TOYS FROM HOME

Occasionally, toys brought from home to KIDS' CLUB are lost or damaged. When your child brings toys from home, KIDS' CLUB will not be responsible for them. Although toys from home are usually allowed at KIDS' CLUB, we reserve the right to ban specific toys or set limits to when they may be used.

KIDS' CLUB APPROACH TO CHILD GUIDANCE AND BEHAVIOR MANAGEMENT PLAN

KIDS' CLUB provides positive and consistent guidance to children based on their individual needs and development. Staff members at KIDS' CLUB learn about all of the children and how they interact with each other. We gain understanding of each child through observation and interaction. Staff meets regularly and discusses the needs of children in the program, to ensure consistency in care.

KIDS' CLUB has basic expectations of children which include keeping body parts to themselves, walking indoors, respecting others, and using equipment the way it was intended. We acknowledge and praise children meeting expectations and displaying positive behavior. We sometimes give special responsibilities or privileges, or a small tangible reward. By publicizing positive behavior, we build a supportive community.

Staff members facilitate conflict resolution between children. Staff helps children develop such skills to promote discussion, compromise, and cooperation.

Children who do not follow program rules and fulfill expectations will be asked a reasonable number of times to improve their behavior. Positive behaviors are encouraged through redirection of negative behavior. Staff will ensure that children understand what expectation they did not follow and what positive choices they can make to improve behavior.

E.E.C. Regulation: No child shall be subjected to abuse or neglect, cruel, unusual, severe or corporal punishment including: any type of physical hitting inflicted in any manner upon the body; punishments which subject a child to verbal abuse, ridicule or humiliation; denial of food, rest, or bathroom facilities; punishment for soiling, wetting or not using the toilet; or punishment related to eating or not eating food.

The rules, policies, and procedures for behavior management of the children uphold the standards of being consistent, reasonable, and appropriate to the age and understanding of the children.

If behavior does not improve, the following measures may be used:

- Redirection from an activity or from peers
- A "time out" of no more than 5 minutes
- The completion of an Incident Report in order to keep parent/guardians informed
- Removal of certain privileges

Staff members make every effort to keep parents informed about positive and negative behaviors. Parents will receive written notification of behavior problems or concerns in the form of an Incident Report. Parents will sign a copy to be kept on file at KIDS' CLUB, and they will receive a copy.

If negative behavior continues to cause concern and is consistent, the director will discuss it with the parents. Documentation of all discussions will be placed in the child's file, and parents will receive a copy. A suspension from the program of up to three days may then be implemented if the behavior does not improve.

If disruptive behavior continues, the child will be asked to leave the program for the remainder of the school year. Re-admittance for the following year will be conditional, and must be discussed with the director at time of enrollment.

If the director determines that a child's behavior is endangering them self or others, parents will be called immediately, and the child will not be permitted to return until a conference has been held. Documentation of this conference will be maintained in the child's file. A copy will be given to the parent.

In the event of termination from the program, the child shall be prepared in a manner consistent with the child's ability to understand. If needed, KIDS' CLUB will offer referrals to parents for evaluation, diagnostic, or therapeutic services. The KIDS' CLUB staff attends at least twenty hours of mandatory childcare training per year. KIDS' CLUB will also pursue options for supportive services to the program, including consultation and educator training if needed.

ANY OF THE FOLLOWING MAY RESULT IN SUSPENSION OF SERVICES:

1. Continued aggressive behavior of a child
2. Bullying, both emotional and physical - What is bullying? **Hitting, name-calling, exclusion or other behavior that is meant to hurt another person.**
3. Continued use of inappropriate language
4. Bringing any type of weapon to KIDS' CLUB
5. Continued lack of respect – not meeting KID'S CLUB behavioral expectations
6. Destruction of property
7. Payment for services in arrears
8. Parental behavior that is inconsistent with proper behavior
9. Any situation that, at the director's discretion, is deemed inappropriate

HEALTH CARE POLICY

A copy of this policy is available in the KIDS' CLUB office. Our health care consultant, a certified pediatric nurse practitioner, reviews and approves our policy. The policy contains information and procedures concerning all aspects of the health and welfare of children enrolled in KIDS' CLUB. A copy of our complete health care policy is available upon request.

ILLNESS POLICY

Parents will be contacted to pick up their child if any of the following conditions exist:

- Fever (temperature of one hundred or above)
- Abdominal pain, breathing difficulty, or other pain which is persistent, lasting thirty minutes
- Indication of contagious disease (i.e. head lice, chicken pox, conjunctivitis)
- Other symptoms (i.e. vomiting, diarrhea, rash) which the staff feel warrant such action

Children with these symptoms **must be picked up as soon as possible** to reduce the spread of illness as KIDS' CLUB does not have an isolated space to accommodate them. Children will be made comfortable until an authorized adult arrives.

Children may return to KIDS' CLUB under the following conditions:

- **Fever free for 24 hours, i.e. child sent home with a fever at 4PM on Monday – earliest return would be Wednesday morning**
- Results from throat culture are negative
- Antibiotic treatment has been given for 24 hours
- Lesions (Chicken Pox) have dried and crusted
- Child has been **thoroughly** treated for case of head lice (absence of nits in/on hair)
- Child is able to participate in regular program activity

KIDS' CLUB must be notified if a child is diagnosed with a contagious disease so that the other parents may be notified as soon as possible. Parents are notified via a posting at the reception desk. Notification of outbreaks of head lice will also be posted in this manner.

MEDICATION

Parental authorization is required to administer medication. Medication Consent Forms can be printed from our website and can be found at the reception area. This form is required for **prescription and non-prescription medications**. Children may not self-administer medication, unless approved by the director.

Prescription medicine must be in the **original** pharmacy container, labeled with the child's name, name of the drug, and directions for its administration and storage. If necessary, ask the pharmacist for a second labeled bottle. This is a common request at pharmacies.

Non-prescription medication may not be administered without a written order from the child's doctor. (Ex. Tylenol, cough medicine, cough drop, and antiseptic cream such as Neosporin). A Medication Consent Form must be completed and signed by a doctor or a note must be written on a doctor's script or letterhead. The note must specify the child's name, name of the non-prescription medication, dosage, and under what conditions the medication may be administered. The medication must be in the original container. The Medication Consent Form or doctor's note may be blanket permission for the program year, or can specify dates.

KIDS' CLUB will allow parents, with written permission from their child's health care practitioner, to train staff in implementation of their child's individual health care plan. KIDS' CLUB will ensure that all appropriate, specific measures are taken to ensure that the health requirements of children with disabilities are met.

MEDICAL EMERGENCIES

It is the parent's responsibility to keep emergency information up to date.

Staff must be able to contact parents in the event of an emergency. If any changes occur in addresses, home phone number, cell phone number, work phone number, doctors, or health insurance information, please notify the program director **in writing!**

In the event of a medical emergency:

1. Bedford Fire Department is called (911).
2. Parents/Guardians are called.
3. The child's pediatrician is called if parents cannot be reached.
4. If parents cannot be reached, an emergency contact will be called.

Depending upon the urgency of the situation, parent may be contacted prior to initiation of EMS (911). Unless parents make other arrangements, children will be transported to the nearest appropriate hospital, at the expense of the parent. If serious illness or injury suspected, children will be given emergency treatment.

USE OF SUNSCREEN OR INSECT REPELLENT AT KIDS' CLUB

Parental permission to apply sunscreen/insect repellent can be indicated in the Forms Packet. Parents/Guardians provide product, and children apply their own sunscreen/insect repellent. Staff will **assist** and remind the children to reapply when necessary. However, staff will not apply sunscreen to your child. Parents should familiarize their child(ren) with product application. Due to allergies and sensitivity to products, children may not share sunscreen/insect repellent. The items **MUST** be labeled with your child's name.

TOOTHBRUSHING

Staff will assist children in brushing their teeth whenever they are in care for more than four hours or whenever they consume a meal while in care. Interested families will provide a labeled toothbrush and toothpaste for their child. Toothbrushes left at KIDS' CLUB will be stored in a safe and sanitary manner as outlined by the EEC. Families may also opt to take their child's toothbrush and toothpaste home at the end of each day.

NUTRITION

On Vacation Days, and all days when lunch is not served at school, children bring their lunch from home. We also ask that children bring a lunch to KIDS' CLUB on $\frac{3}{4}$ Days and Early Release Days. Please do not send food that needs to be reheated, as we are not able to provide this service for all the children.

Nutritious snacks are provided at KIDS' CLUB during the mornings (Before School, Summer Fun, and Vacations) and at 3 PM (Vacations, Summer Fun, Early Release Days, $\frac{3}{4}$ days) or when children arrive after school. A menu containing possible snack choices is posted in the reception area and on our website. Children may become hungry at times other than "snack time," and may bring a healthy snack from home to eat.

Children are not allowed to share items from home due to food allergies and parent preferences.

Due to the severity of peanut allergies, KIDS' CLUB does not serve any snacks that contain peanut products or traces of peanut products, or are manufactured on equipment that processes peanuts. Because children do bring in snack and lunches that may contain peanut products, we have "Peanut-Free Tables" set up to accommodate those with peanut allergies.

KIDS' CLUB must be notified of children's food allergies and any precautions that must be taken. All special dietary needs must be made in writing to the office!

Suggestions for homemade lunches or snacks include:

Protein - tuna fish, ham, turkey, chicken

Fruit/vegetables- apples, grapes, carrots, bananas, cucumber slices, cherry tomatoes

Dairy - cheese, yogurt, milk

Grains - bread, cereal

CLOTHING

Please send your child dressed appropriately for play and activities at KIDS' CLUB. If the weather permits, our program is required to offer children 30-60 minutes of outdoor play every day. We advise parents to send in "play clothes" to prevent their child's "school clothes" from getting dirty. Open-toed shoes, sandals, and "cros" are strongly discouraged for the safety and comfort of your child(ren).

We strongly recommend that children have an extra change of clothing year-round because many things can happen that result in needing a complete change of clothes (including underwear and socks). Children's clothing items should be name-labeled and will be kept in their cubby.

Winter - Children need boots, hats, mittens (extras are suggested), snow pants or extra pants, and warm coats. The children's clothing layers do become quite wet at times during outdoor play. For this reason we recommend that a complete change of winter clothing (including underwear) be kept on site for all children.

Summer - Children need a bathing suit, towel, sunscreen, a complete change of clothes (including underwear), and sneakers for active games inside and outside. Closed-toe shoes are **strongly** recommended for the safety of your child. We **strongly** recommend water shoes for water play in the play yard.

REFERRAL POLICY

If a staff member suspects a social, mental health, medical, dental, vision, hearing or educational problem, she or he will notify the program director. Written observations and concerns will be noted in children's files. Parents will be contacted and given, in writing, a brief summary of the KIDS' CLUB observations related to the referral and any efforts the program may have made to accommodate the child's needs. The Recreation Department works in conjunction with Bedford Youth and Family Services.

Resource List:

Bedford Youth and Family Services (Provides counseling for children, adolescents, adults, and families. Adult and Youth information and referrals)	781-275-7727
Poison Prevention Center	800-222-1222
Emerson Hospital	978-369-1400
Lahey Clinic	781-273-5100
Federation for Children with Special Needs	617-482-2915
Minuteman ARC (birth - 3 years), Paul Cote, Interim Director	978-369-3524
Davis School Early Childhood Coordinator, 3-5 years, Jason Greenwood	781-275-1700

PREVENTION OF ABUSE AND NEGLECT (Mandated by the Massachusetts Department of Early Education and Care (EEC))

All children in the care and custody of the program (KIDS' CLUB) shall be protected from abuse and neglect. If a staff member should suspect child abuse or neglect, the program director must be immediately notified in writing. The report must be dated and signed and true to the best of his or her knowledge. The Department of Children and Families is then contacted.

If a case of suspected abuse has allegedly occurred while the child was under the care of KIDS' CLUB, the director will immediately notify the program administrator who will then immediately notify the Department of Children and Families and the Department of Early Education and Care.

KIDS' CLUB will cooperate in all investigations of abuse and neglect. Cooperation will include identifying parents, disclosing information to the office and other persons or agencies specified by the office necessary to the prompt investigation of allegations and the protection of the child.

Any staff member who is under investigation will be immediately removed from direct contact with the children in the program until Department of Children and Families investigation is complete and for such further time as the office requires.

CHILDREN'S RECORDS/ FILES

Each child enrolled in the program has a file containing forms completed by the parent, any reports written by staff, and any notes from the parent that are sent in to KIDS' CLUB. Information contained in a child's record is privileged and confidential. Records are distributed or released to:

- Persons directly related to the implementation of the program plan for the child and only with written consent of the child's parent/guardian
- The EEC and any person or agency they may specify as necessary to an investigation of allegations and protection of a child

If records are subpoenaed the director will notify the parents.

Parents may have access to the records upon request. Parents may request a copy of the records at any time. Copies will be provided in a timely fashion at no charge. Parents have the right to add information, comments, data, or any other relevant material to the children's records. Parents have the right to a conference if they feel

this added information does not clarify or correct objectionable material. Within one week of this conference, parents will receive in writing the decision rendered and the reason for the decision. If the decision is in favor of the parent, steps will be taken immediately to put the decision into effect.

TRANSFER OF RECORDS

When a child is no longer in KIDS' CLUB care, KIDS' CLUB will transfer the records to the parent or any other person the parents identify, upon written request of the parents. Records not claimed by a parent/guardian at this time will be held in a locked file for five years and then destroyed.

FIELD TRIPS

Parents will be notified about all major field trips in advance. KIDS' CLUB will provide transportation for these trips. Transportation is contracted through Bedford Charter Service. The Bedford Local Transit (BLT) may transport small groups of children. Parents can contact KIDS' CLUB in the event they need to speak to their child while he/she is on a field trip. The KIDS' CLUB office will contact the bus company and put the parent in contact with the child. The KIDS' CLUB director is the transportation coordinator for the program. While in transport to or from KIDS' CLUB, the staff will accompany the children, monitor the group for safety, and handle all medical emergencies.

For impromptu trips within walking distance, or trips indicated on the field trip permission form in the registration packet, parents may not be notified. The children will return to KIDS' CLUB before 6:00PM.

BIRTHDAY CELEBRATIONS

Due to numerous food allergies KIDS' CLUB does not allow food to be brought in and shared to celebrate your child's birthday. Each group recognizes children's birthdays during that month. If you wish to have a tangible way to recognize the birthday we suggest donating a book or game to KIDS' CLUB in your child's name. During the birthday celebration, the group will recognize this contribution.

EMERGENCY PLAN

A copy of our Emergency Plan is available at the KIDS' CLUB office.

TRANSPORTATION PLAN

A copy of our Transportation Plan is available at the KIDS' CLUB office.

MISSING CHILD

The most common cases of missing children are when children do not arrive to KIDS' CLUB after school. In these cases the KIDS' CLUB office calls the schools, parents, the bus company, and emergency contacts until it is known the child is safe. The police are contacted if the people listed above cannot determine the child's whereabouts. The KIDS' CLUB Staff Handbook has more detailed protocols for children who unexpectedly do not arrive to KIDS' CLUB. If a child becomes missing on KIDS' CLUB premises or in the outdoor areas adjacent to KIDS' CLUB, the director will be immediately notified. The reception staffer will check attendance lists and the sign out list to see if the child has been signed out of the program. The director and other

designated staff will do a thorough search for the child. If the child is not found during the initial search, the police will be called for assistance. Parents will also be called to inform them of the situation and to confirm that the child is not with them.

On field trips, staff members are assigned a specific group of children to care for and head counts are taken frequently. In addition, the site coordinator in charge of the trip keeps an accurate count of all children and takes attendance before departing a field trip location. If a child becomes missing, the staff in charge of the missing child and the trip coordinator will attempt to locate the child. The coordinator will also request help from employees of the field trip location. If the child is missing for more than ten minutes, local police will be called to assist. Each child's weight, height, eye color, hair color, and identifying marks are listed in their file as provided by their parent. This information will be used by the police when a child is missing. If a photo of the child is on file or on the office computer, it will also be provided to police. When children are offsite, the director, department assistant, or an employee of the Recreation Department will gather information from child's file to share with police.